

**S. K. SOMAIYA COLLEGE OF
ARTS, SCIENCE AND COMMERCE**

'AUROBINDO'
Vidyavihar, Mumbai 400 077

Date: 08/09/2018

**NOTICE FOR FORM FILLING OF ATKT/FAILURE EXAM SEPT./OCTOBER 2018
FY/SY B.COM./ B.A./B.SC.(CS)/ B.SC.(I.T.)/
B.M.S./ B.M.M./ B.COM.(A&F)/ B.COM(B&I)/ B.COM.(F.M.)
75-25/ 60-40 pattern Semester I / II/ III/ IV &
FY/SY BA/BCOM 100 marks pattern Semester I / II/ III/ IV**

Students of above mentioned courses who have failed/ATKT in March/April 2018 or earlier examination, are required to fill ATKT Examination form **online** to appear for the above mentioned examination. With reference to notice dated 20/08/2018 those students who have failed to submit the ATKT forms can submit the **ONLINE ATKT form with late fee of ` 150/- per semester**. ATKT forms are available on college website from 21st August 2018. Students are required to fill the form (**check the filled form before submitting**) by following the under mentioned steps:

- ✓ Log in at: **myaccount.somaiya.edu**
- ✓ Enter your **SVVNetID and password & Sign in** (in case of problem with SVVNetID and password click on option 'forgot your password?').
- ✓ Go to Option: '**Application Forms**'
- ✓ Select '**ATKT Application**'
- ✓ **Fill up the form completely giving the required information.**
- ✓ **Download and print the completed form.**
- ✓ Attach Xerox copies of mark sheets of all previous examinations with the printed form.
- ✓ **Complete all the process of online form filling and accumulation of the documents before the date of form verification and cash payment which is mentioned below.**
- ✓ Get the **printed ATKT form and Xerox copies of marksheets verified (bring original marksheets of all previous examination for verification)** in the college office, pay the necessary fees*. (Cash counter timings & Form Verification timing: 9.00 a.m. to 12.00 noon) as per schedule given below:

Sr.No.	Class and semester	Date of cash payment
1.	FY/SY BAF (Sem. I/ II/ III/ IV)	10/09/2018 to 12/09/2018
2.	FY/SY BBI (Sem. I/ II/ III/ IV)	
3.	FY/SY FM (Sem. I/ II/ III/ IV)	
4.	FY/SY B.COM. (SEM-I/II/III/IV)	
5.	FY/SY IT (Sem. I/ II/ III/ IV)	
6.	FY/SY CS (Sem. I/ II/ III/ IV)	
7.	FY/SY BMS (Sem. I/ II/ III/ IV)	
8.	FY/SY B.A. (SEM-I/II/III/IV)	
9.	FY/SY BMM (Sem. I/ II/ III/ IV)	

*Fees (`) PER SEMESTER for all the above mentioned courses		
1 subject fail: ` 250/- & ` 150 late fees per semester	2 subjects fail: ` 450/- & ` 150 late fees per semester	3 or more subjects fail: ` 950/- & ` 150 late fees per semester

- ✓ Students are required to follow the notice of **cash payment due date**. Thereafter **late fees** will be **imposed**, as per the **date of cash payment** and not according to form submission date.

For any query contact College Lab: (022-67169628).

Sd/

I/C Principal

CC TO : Office, Notice Board & Staff Common Room

Sd/

Convener, Examination committee